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Security

SUBJECT: Continuing Liaison Contacts with the Department of Defense
and Other Government Departments and Agencies

1. PURPOSE:

The purpose of this instruction is to establish a uniform procedure within the Office of Logistics for the preparation, submission, processing and renewal of requests for security approval of continuing liaison contacts within the Department of Defense and other government departments and agencies furnishing logistical support to the Central Intelligence Agency.

2. RESPONSIBILITY:

a. Each Division and Staff Chief or his designee will:

- (1) Determine that a need exists for the liaison contact and the security classification of information to be disclosed.
- (2) Prepare and submit to the Chief, Security Staff for signature, memoranda requesting security approval for the continuing liaison contact. (Printed forms are available in the Security Staff for this purpose)
- (3) Continuing liaison requests will be submitted to the Chief, Security Staff in original and four (4) copies each. The request will contain sufficient information concerning the contact to facilitate expeditious processing of the request,

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including the individuals full name (not initials), military rank if applicable, and the specific bureau, office, division, branch, etc., in which the individual is employed.

- (4) Continuing liaison security approvals expire one year from date granted. If continued use of the contact is necessary the interested Office of Logistics staff or division will submit a request for renewal to the Chief, Security Staff, at least twenty (20) days prior to expiration date.
- b. The Chief, Security Staff or his designee will:
 - (1) Review continuing liaison contact requests as to their urgency, need for special handling, completeness and to avoid duplication of requests. *for security approval*
 - (2) Obtain appropriate security approval from the Office of Security for the continuing liaison contact.
 - (3) Upon receipt of advice from the Office of Security, will advise the requesting division or staff in writing that approval has been granted or denied.
 - (4) Maintain a central control system of all security approved liaison contacts within the Department of Defense and other government departments and agencies utilized by the Office of Logistics for logistical support purposes. This central control system will consist of:

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(a) Individual files for each of the various bureaus, offices, and departments within the Department of Defense and other government departments and agencies utilized by the Office of Logistics for logistical support purposes. Each file will contain the names of all individuals within that particular government component that has been security approved for logistical support purposes and other pertinent information concerning the individual, how he will be utilized, names of the Office of Logistics personnel authorized to conduct the liaison, etc.

(b) Alphabetical index card records for each individual within the Department of Defense and other government departments and agencies, containing pertinent information concerning the individual, his place of employment, date of approval request, date security approval granted, etc. These card records will be retired on expiration date unless renewal is requested by the interested Office of Logistics division or staff.

(5) Will be available at all times to furnish technical assistance requested by division and staff chiefs or their designees.

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OL/SS, [REDACTED] (6 June 1956)

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